STATIONARY ENGINEER (CUNY) Exam No. 7027
(For The City University of New York Only)

WHEN TO APPLY: From: May 3, 2017 To: May 23, 2017
APPLICATION FEE: $101.00
If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.

YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLVES: Stationary Engineers (CUNY), under general supervision, are responsible for the operation, maintenance, adjustment, testing and repair of steam power plant, air conditioning, chiller plant, fire protection systems, electro-mechanical building equipment and related auxiliary systems in public buildings. They operate, maintain, repair and adjust manual and automatic gas and oil fired boilers, furnaces, steam reducing stations, engines, turbines, pumps, valves, heat exchangers, generators, motors, water treatment systems, cooling towers, condensers, evaporators, emergency generators and associated equipment for heating, ventilating, air conditioning, and lighting in public buildings and refuse incinerators; perform periodic inspections of equipment and repairs of such equipment; schedule, perform and may oversee preventative maintenance; direct the work of oilers, high pressure plant tenders and other subordinate personnel assigned to HVAC plant operation; take responsible charge of a watch and while so engaged supervise and direct subordinate personnel; address emergency repairs as required; operate control consoles in control rooms for building maintenance and building automation systems; adjust HVAC systems water chemistry through testing, treatment, retesting and recording of readings; prepare requisitions for materials and spare parts in accordance with College procedures; orient, train, and monitor subordinates and other personnel on plant operations and job related safety; read meters, gauges, and other recording devices and log the data; prepare and maintain records and writes reports of both technical and informational nature regarding HVAC maintenance and repair. All Stationary Engineers (CUNY) perform related work.

Special Working Conditions: Stationary Engineers (CUNY) may be required to work shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Stationary Engineers (CUNY) and environmental conditions experienced are: working in confined areas in a physical plant, including a boiler room, heating room, and/or ventilating room; walking up and down stairs; climbing up and down ladders; handling chemicals; and being around hazardous materials, such as asbestos and infectious waste.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

THE SALARY: The current minimum salary is $60.84 per hour, for a 40 hour work week. This rate is subject to change.

HOW TO APPLY: If you believe you meet the requirements in the "How to Qualify" section, submit an application on the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required information. A unique and valid email address is required to apply online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. All new OASys accounts require verification before a candidate can submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to 24 hours to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be resolved. Please keep this information and the application period deadline in mind when creating your account. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets.

If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and
You may complete all parts of Section C of the Education and Experience Test, giving all required information online and submit a money order payable to DCAS (Exams) or to submit documentation for a fee waiver.

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

<table>
<thead>
<tr>
<th>Manhattan</th>
<th>Brooklyn</th>
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</thead>
<tbody>
<tr>
<td>2 Lafayette Street</td>
<td>210 Joralemon Street</td>
</tr>
<tr>
<td>17th Floor</td>
<td>4th Floor</td>
</tr>
<tr>
<td>New York, NY 10007</td>
<td>Brooklyn, NY 11201</td>
</tr>
</tbody>
</table>

**Special Circumstances Guide:** This guide is located on the DCAS website at [www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.pdf](https://www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.pdf) and available at the DCAS Computer-based Testing & Applications Centers. This guide gives important information about claiming Veterans’ or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances Guide that pertain to you when you complete your "Application for Examination."

**HOW TO QUALIFY:** You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

**License/Certificate Requirements:** By the last day of the application period, you must possess:

1. A valid license for High Pressure Boiler Operating Engineer issued by the New York City Department of Buildings; and
2. A valid Certificate of Qualification for Refrigerating System Operating Engineer (Q-01) issued by the New York City Fire Department; and
3. A valid Universal Chlorofluorocarbon (CFC) Certificate (EPA 608 Certificate) for handling refrigerants issued by the United States Environmental Protection Agency.

You must complete all parts of Section C of the Education and Experience Test and submit it by the end of the application period. You will not receive credit for a license or certificate which you obtain after the application period. You must complete Section C of the Education and Experience Test, giving all required information on your license in order to be eligible. If you are currently employed by the City of New York, do not assume that persons reviewing your Education and Experience Test will know information which you do not provide on your Education and Experience Test, including information about your current job. If you applied for a previous examination, do not assume that persons reviewing your Education and Experience Test will know about information you provided on a previous Education and Experience Test.

**Residency:** City residency is not required for this position.

**English Requirement:** You must be able to understand and be understood in English.

**Proof of Identity:** Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with the City University of New York (CUNY).

**REQUIRED INFORMATION:**

1. **Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.

2. **Education and Experience Test:** Fill out Sections B (if applicable), C and D (if applicable). This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions. **Note:** In Section C, you must indicate the original issue date that you received your High Pressure Boiler Operating Engineer License, Refrigerating System Operating Engineer Certificate, and your Universal Chlorofluorocarbon (CFC) Certificate (EPA 608 Certificate).

3. **Affirmation Form:** The Affirmation Form, which is found online, must be printed, signed, dated and sent by mail to the address on the form. If DCAS does not receive your completed Affirmation Form, your application will not be considered complete, and your name will not appear on the eligible list for this examination.

**THE TEST:** You will be given a license, certificate, and experience test. You will receive a score of 70 points for meeting the license and certificate requirement listed above. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

If you have satisfactory full-time experience operating a high pressure boiler while in possession of a valid license for High Pressure Boiler Operating Engineer issued by the New York City Department of Buildings, a valid Certificate of Qualification for Refrigerating System Operating Engineer (Q-01) issued by the New York City Fire Department and a valid Universal Chlorofluorocarbon (CFC) Certificate (EPA 608 Certificate) for handling refrigerants issued by the United States Environmental Protection Agency, for:
ADDITIONAL INFORMATION

CHANGE OF MAILING AND/OR EMAIL ADDRESS: It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. You may miss important information about your exam(s) or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct mailing and/or email address. Change of mailing and/or email address requests submitted to any place other than DCAS, such as your Agency or to the United States Postal Service will NOT update your records with DCAS. To update your mailing and/or email address with DCAS, you must submit a change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), old mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

requests submitted to any place other than DCAS, such as your Agency or to the United States Postal Service will NOT update your records with DCAS. To update your mailing and/or email address with DCAS, you must submit a change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), old mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

ADDITIONAL INFORMATION:

Appointment of New York City Civil Service Employees: Please note that the City University of New York (CUNY) is a separate municipal employer; therefore, employees of New York City agencies cannot transfer to CUNY. If an employee of a New York City agency accepts a position with CUNY, the employee’s date of appointment for the purposes of salary, seniority, and time and leave accruals is his/her date of appointment to CUNY.

Selective Certification for positions requiring a Technician Recovery Certificate issued by the New York City Department of Environmental Protection: If you have a Technician Recovery Certificate issued by the New York City Department of Environmental Protection, you may be considered for appointment to positions requiring this certificate through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certificate. If you wish to apply for this Selective Certification, state “TEC” in Section D of the Education and Experience Test. Your Certificate will be checked by the appointing agency at the time of appointment. If you are appointed through this selective certification this certificate must be maintained for the duration of your employment.

Selective Certification for positions requiring a Standpipe Certificate (S13) issued by the New York City Fire Department: If you have a Standpipe Certificate issued by the New York City Fire Department you may be considered for appointment to positions requiring this certificate through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certificate. If you wish to apply for this Selective Certification, state “S13” in Section D of the Education and Experience Test. Your Certificate will be checked by the appointing agency at the time of appointment. If you are appointed through this selective certification this certificate must be maintained for the duration of your employment.

Selective Certification for positions requiring an Automatic Sprinkler Certificate (S12) issued by the New York City Fire Department: If you have an Automatic Sprinkler Certificate issued by the New York City Fire Department you may be considered for appointment to positions requiring this certificate through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certificate. If you wish to apply for this Selective Certification, state “ASC” in Section D of the Education and Experience Test. Your Certificate will be checked by the appointing agency at the time of appointment. If you are appointed through this selective certification this certificate must be maintained for the duration of your employment.

Selective Certification for positions requiring a Supervision of Fire Alarm Systems and other Related Systems Certificate (S95) issued by the New York City Fire Department: If you have a Supervision of Fire Alarm Systems and other Related Systems Certificate issued by the New York City Fire Department you may be considered for appointment to positions requiring this certificate through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certificate. If you wish to apply for this Selective Certification, state “FAS” in Section D of the Education and Experience Test. Your Certificate will be checked by the appointing agency at the time of appointment. If you are appointed through this selective certification this certificate must be maintained for the duration of your employment.

Selective Certification for positions requiring a Pool Operator's Certificate issued by a New York State Department of Health approved course provider: If you have a Pool Operator's Certificate issued by an approved New York State Department of Health course provider you may be considered for appointment to positions requiring this certificate through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certificate. If you wish to apply for this Selective Certification, state “POC” in Section D of the Education and Experience Test.

You will receive:

At least 1 year but less than 2 years 10 points
At least 2 years but less than 5 years 20 points
5 or more years 30 points

You will receive a maximum of one year of experience credit for each year you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience.

You must clearly specify in detail all of your relevant experience on your Education and Experience Test and submit it by the end of the Application Period (May 23, 2017). You will not receive credit for experience which you obtain after the end of the Application Period (May 23, 2017).

THE TEST RESULTS: If you pass the license/certificate and experience test, your name will be placed in final score order on a CUNY eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

Selective Certification for positions requiring a License/Certificate and Experience Test: If you pass the license/certificate and experience test, you may be given preferred consideration for positions requiring this certificate. If you wish to apply for this Selective Certification, state “SSA” in Section D of the Education and Experience Test.

You will receive:

<table>
<thead>
<tr>
<th>Experience Range</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 1 year</td>
<td>0</td>
</tr>
<tr>
<td>1 year or more</td>
<td>5</td>
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The number of points you receive will depend on your level of experience. If you have any relevant experience, you will receive at least 5 points for each year of experience.
Test. Your Certificate will be checked by the appointing agency at the time of appointment. If you are appointed through this selective certification this certificate must be maintained for the duration of your employment.

The above Selective Certification requirements may be met at anytime during the duration of the list. If you meet this requirement at some future date, please submit a request by mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number, your social security number, and the Selective Certification you are requesting on your correspondence.

Application Receipt: You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, contact this agency at OASys@dcas.nyc.gov. Include your social security number and the examination number and title in your email. You will also be mailed an acknowledgment letter within three months of the last date of the application period. If you do not receive an acknowledgment letter, write to this agency, Attention: Administration, Customer and Exam Support, 1 Centre Street, 14th Floor, New York, NY 10007 to request verification that your application was received. Include your social security number and the examination number and title in your request.

List Termination: The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the CUNY Vice Chancellor for Human Resource Management.

This examination is for positions within the City University of New York (CUNY) only. If you would like to apply for Stationary Engineer in City agencies you must submit a separate application and fee for Exam. No. 7026 from May 3, 2017 through May 23, 2017. If you would like to apply for Stationary Engineer in NYC Health + Hospitals, you must submit a separate application and fee for Exam. No. 7028 from June 7, 2017 to June 27, 2017.

PENALTY FOR MISREPRESENTATION: Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.